

## 23 Points

### Pages - Word Processing

Use Document and Format tools to format an article of your choice about a current event in the Des Moines area. Imagine that this article will be located in the Catch Des Moines magazine. Please follow the instructions to complete the page(s).

#### 1.) **Page Setup** - Margins, Headers and Footers, Spacing - Set Margins and Spacing

- .5" Margins (**All**)
- 1.5" Spacing
- 4 pt spacing *after* the paragraph
- Insert a Header - Name and Class Right Aligned, Title of the Article - Left Aligned

#### 2.) **Layout - Columns**

- Three Columns
- Gutters - .15"
- Justified Text
- Include the Title for your article, this should NOT be in the columns.
- The Document needs to fill 1 Page, 1.5 Pages, or 2 Pages. Use image and chart sizes effectively.

#### 3.) **Font Styles:**

Title of the Article - Helvetica

Body of the Article - Times New Roman

Captions for the Images - *Italicized* - *Times New Roman*

Font Size - Article 10 pt

Font Size - Title - 20 pt - Bold

Font Size - Captions 8 pt and italicized

#### 4.) **Images**

Use 3 images in the article to help communicate the article's information to the reader.

- Use text boxes to provide a caption for each images, and providing reference to where they came from.

Format images by including a **border or shadow** for each. Make sure the changes do not interfere with the article.

- Use the **Text Wrapping Tools** to place the images/captions appropriately in the document.

#### 5.) **Hyperlinks**

Insert at **least 5 Hyperlinks** within the document connecting the reader to more resources regarding the current event. (Videos, other articles, information about the story, etc...)

- The hyperlinked text needs to be changed to a **Dark Text** that relates to the story **and Underlined**.

#### 6.) **Chart**

- The Chart will communicate a set of data to the reader to help with understanding. Demonstrate the effective placement of the Chart in the document and the appropriate chart type.

##### **Items present in your Chart:**

Title - Size 20, Bold and Underlined

Legend

Titles for **both** Axis

Use an appropriate scale for the data being displayed

Use appropriate Labels and Colors for the data displayed.

Value Labels of the numbers is correctly chosen

#### 7.) **Works Cited**

On your last page, please provide a works cited page to reference the images that you used in the assignment. Please follow the previous instructions for citing your sources of information.

#### 8.) **Export** - 2 Points

The Document should be exported as a PDF, and the title should include your name and the article title.